

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN AND WESTERN DISTRICTS OF KENTUCKY**

**IN RE: CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)**

**NOTICE**

The United States District Courts for the Eastern and Western Districts of Kentucky are pleased to announce that effective **August 30, 2004**, each Court will begin accepting electronic filings from registered Filing Users through the Court's Electronic Case Filing System, referred to as "ECF". ECF is designed to capitalize on the use of automated technology in the administration of justice by promoting cost savings, more efficient maintenance of court records and improved public access to case file information.

Beginning **June 1, 2004**, the registration form to become a Filing User in ECF will be available on the Courts' web sites or may be obtained from the Clerks' Offices. Attorneys seeking to file documents electronically must be admitted to practice before the Court and must have completed and submitted the prescribed registration form to the clerk for the District in which the attorney intends to become a Filing User. If the Filing User intends to electronically file documents in both Districts, a separate registration form must be completed for both the Eastern and Western Districts.

**Minimum Systems Requirements for ECF are:**

- \* Computer running a standard platform such as Windows or Macintosh;
- \* Internet access to the web site;
- \* Netscape 4.6, Netscape 4.7 or Internet Explorer 5.5;
- \* Word processing software;
- \* Software to convert documents into .pdf (portable document format)
- \* Personal e-mail account;
- \* PACER (Public Access to Court Electronic Records) account.

Various methods of **training** for ECF will be available, including but not limited to, training at the courthouse by court personnel and through the tutorials on the Courts' web pages. Check the Courts' web sites after June 1, 2004, for training schedules and how to enroll. If you desire to attend a training class conducted by court personnel, please don't delay. Seating is limited for each training session.

The Courts' Joint Administrative Policies and Procedures governing ECF along with the Joint Notice of Electronic Availability of Case File Information, User Manual, and other information relating to CM/ECF will be posted on the Courts' web sites as they become available.

The Courts' web sites are located at [www.kywd.uscourts.gov](http://www.kywd.uscourts.gov) and [www.kyed.uscourts.gov](http://www.kyed.uscourts.gov)

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